



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER : FINCN/02-030KRH

OPENING DATE : 09/18/02

CLOSING DATE : 10/02/02

POSITION : Lead Law Enforcement Liaison Specialist

SERIES AND GRADE : GS-1801-14

NUMBER OF VACANCIES : One

SALARY RANGE : \$78,265 -\$101,742 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Investigative Support (OIV)

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM : present and former Federal employees with competitive status within the Washington DC commuting area.

SUMMARY OF DUTIES: This position is located in the Financial Crimes Enforcement Network (FinCEN) Office of Investigative Support, Gateway Program. The incumbent serves as a Lead Law Enforcement Liaison Specialist within this section. As such, he/she assists the Gateway Program Manager in guiding and directing the work of several Law Enforcement Liaison Specialists in the conduct of the following activities: Providing instruction, training, consultation, policy clarification, and investigative support to staffs of law enforcement, regulatory, and financial organizations that utilize the Gateway Program; Promoting the use of the Gateway Program through networks of contacts and strategic marketing; and Developing and coordinating training classes geared to the Gateway user population. Develops curriculum in consultation with other experts within and outside FinCEN to provide training for Federal, state and local law enforcement organizations across the nation, as well as training and guidance to assist regulatory and financial agencies. Tracks progress in achieving objectives. Identifies the need for written guidelines and policies. Communicates strategic plans and priorities and integrates them into work objectives. Coordinates team initiatives. Articulates details of assignments, balances workloads, reports on work in progress, advises on policies and procedures, maintains records of accomplishments, and prepares periodic special reports. Approves emergency leave, resolves informal complaints, and refers formal complaints to the supervisor. Provides recommendations to the supervisor concerning such matters as performance management and assignments.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

TIME-IN-GRADE REQUIREMENT: Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

1. Ability to provide team leadership to a staff engaged in providing training and assistance to officials of law enforcement, regulatory and financial organizations in the conduct of database research concerning financial crimes. (Applicants must specify their experience in providing technical and administrative team leadership to staff engaged in similar activities.)
2. Experience in the program activities of FinCEN and, specifically, involving the Gateway Program to enable law enforcement, regulatory, and financial organizations to access databases pertaining to financial transactions and related criminal activity. (Applicants must indicate the extent of their knowledge of FinCEN activities and, specifically, those of the Gateway Program.)
3. Considerable ability to collect, analyze, and interpret information to develop patterns of activity that reveal concerted efforts concerning money-laundering or other improper financing. (Applicants must indicate the nature of their relevant and analytical experience.)
4. Experience relevant to overseeing a program of training, guidance, and technical assistance on the conduct of database research and analysis in connection with money-laundering and other improper financing. (Applicants must specify their experience in providing relevant training, guidance and technical assistance.)
5. Ability to use effective oral communicate skills in providing briefings and training and negotiating with officials of other organizations, participating in professional meetings, and explaining and defending analyses and recommendations. (Applicants should specify the nature and level of their experience in these forms of oral communications.)
6. Experience in developing briefing and training materials, investigative analyses, planning documents, procedures and guidelines, reports, and general correspondence. (Applicants must specify their experience in developing such written materials.)

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

Drug Screening: The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Tax Record Check: Selectee is subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as an annual income tax filing record check.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No relocation expenses will be paid.

Financial Crimes Enforcement Network (FinCEN) employees **MUST** include the OF 612 "Optional Application for Federal Employment" or resume. To receive full consideration for this position, employees should address the evaluation criteria on plain bond paper and submit a copy of their current performance appraisal.

All other applicants **MUST** submit a copy of the OF 612 "Optional Application for Federal Employment" or resume, AND provide a copy of their most recent SF-50, "Notification of Personnel Action," or equivalent proof of current or prior competitive status. To receive full consideration for this position, applicants should address the evaluation criteria on plain bond paper and submit a copy of their most recent performance appraisal.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on www.usajobs.opm.gov/OF612.htm.

SUBMIT APPLICATION MATERIALS TO:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
FINCN/02-030KRH
P.O. Box 39
Vienna, VA 22183-0039**

For additional copies of this Vacancy Announcement, please call: 1-800-944-7725.

For additional information, please call: Stacey Stevens at (703) 905-3849. TDD (703) 905-3839.

NOTES: All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.